

MEMORANDUM FOR: Administrative Officer, DCI
Executive Officer to the DD/A
Chief, Management Staff, DD/I
Executive Assistant to the DD/O
Executive Officer, DD/S&T

SUBJECT : Storage Problems

1. A critical portion of the space problem within the Headquarters Building is the lack of sufficient storage areas and the tendency of various components to use corridors and other public space for storage. This problem has recently become more serious as we are all threatened with potential shortages of critical supplies and components resort to increasing the volume of items on hand in order to be prepared for emergency situations. As a result, supplies and materials are left in the corridors, and/or equipment and furniture is pushed into corridors to make room for paper and supplies. This situation creates a safety hazard as well as an esthetic nightmare.

2. The Fine Arts Commission has worked hard over the years to upgrade the appearance of the Headquarters Building. In addition, General Services Administration recently painted most of the public areas and corridors and also retiled the ground floor corridors. These efforts have contributed significantly to improving the overall building environment, but the assistance of Agency personnel is required on a continuing basis to keep public areas clear and to maintain a comfortable and safe environment.

3. Specific action is requested by each addressee to assure that administrative officers in each Directorate are ordering an appropriate volume of supplies and materials and that, when delivered, quick action is taken to move the items into designated storage areas. A proper correlation between usage rate and frequency of deliveries should be established to keep the volume within storage limits. Logistics Services Division (LSD) personnel normally deliver materials and then return to pick up empty skids/boxes 3 hours later. We have noted that, for the most part, the skids remain loaded in the hallways. To ensure that corridors and other public areas are kept clear for safety as well as esthetic reasons, LSD will henceforth return on schedule and move the skids and/or boxes, loaded or empty, to the receiving dock. Arrangements will be made to redeliver unpacked shipments when a component is prepared to accept the material.

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4. The assistance of administrative personnel is also requested in reporting to the Building Services Branch, LSD, extension [REDACTED] any items left in the corridors and public areas so that immediate action can be taken to clear the area. While LSD appreciates the storage problems faced by each Directorate, it is believed that inventory adjustments and more frequent deliveries can relieve storage pressures.

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[REDACTED]

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Chief
Logistics Services Division, OL